

MISSOURI DEPARTMENT OF PUBLIC SAFETY

**CRIME LAB ASSISTANCE PROGRAM (CLAP)
MISSOURI CRIME LAB UPGRADE PROGRAM (MCLUP)**

2006-2007 Application Packet

**MATT BLUNT
GOVERNOR**



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DIRECTOR**

STATE CONTACTS:

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Heather Haslag, Senior Office Support Assistant**

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Program Description

Crime Lab Assistance Program (CLAP)

Missouri Crime Lab Upgrade Program (MCLUP)

INTRODUCTION

The Crime Laboratory Assistance Program (CLAP) was created pursuant to Section 650.105 RSMo. These monies are made available to provide financial assistance to defray operational costs incurred by crime laboratories. These funds come from State General Revenue and must be equally matched by fees collected from local law enforcement agencies in Missouri.

The Missouri Crime Lab Upgrade Program (MCLUP) is funded through the State Forensic Lab Fund. \$250,000 is deposited into the fund each year by the Department of Revenue (Section 595.045 RSMo) from the \$5 court fee collected on criminal cases statewide. These monies are to provide financial assistance to defray expenses of crime laboratories.

DEFINITIONS

Applicant Agency – The agency that has the authority to legally bind said agency in a contract.

Applicant Authorized Official – The individual who has the legal authority to bind the *Applicant Agency* in a contract.

Contract Period – The grant year or one year period in which the award and match must be obligated and the project services provided. The *CLAP* or *MCLUP* contract period is June 1 to May 31.

Contractor – The recipient of a *CLAP* or *MCLUP* contract or award. The *Contractor* is the *Applicant Agency*.

Project Agency – The agency that will be implementing the proposed project.

Project Director – The individual who will have direct oversight of the proposed project. If the *Project Agency* is a law enforcement agency, the chief or sheriff shall be the *Project Director*. (St. Louis Metropolitan Police Department and the Kansas City Police Department are exempt from this requirement.)

Program Income – Gross income earned by the recipient, during the funding period as a direct result of the award. Direct result is defined as a specific act or set of activities that are directly attributable to grant funds and which are directly related to the goals and objectives of the project. Program Income can only be used for allowable program expenses.

Subgrantee - The recipient of a *CLAP* or *MCLUP* contract or award.

MATCH REQUIREMENTS

Crime Lab Assistance Program (CLAP)

The Crime Laboratory Assistance Program (CLAP) is funded on a matching reimbursement basis of one dollar of state funding for each dollar of regional funding provided through fees or contributions that may be collected from local law enforcement agencies in Missouri. For example, if a laboratory receives \$20,000 in CLAP funds it must be matched with \$20,000 from fees collected from law enforcement.

The *Authorized Official* is required to submit a ***Certification of Cash Match*** as part of the application for state funds. If multiple agencies are providing match money for a project, the amount of match shall be identified, along with the agency name that is providing the match. The AUTHORIZED OFFICIAL of the Applicant Agency can sign all Certification of Cash Match forms. **By signing the Certified Assurances, the Authorized Official of the Applicant Agency assumes the responsibility of insuring the acquisition and expenditure of all match money during the contract period.**

Missouri Crime Lab Upgrade Program (MCLUP)

No match is required.

Examples of Unacceptable Match:

1. Funds obtained from state or local forfeitures **may not** be used as match. Article IX, Section 7, of the Constitution of the State of Missouri states, “**All interest accruing from investment of the school fund, the clear proceeds of all penalties, forfeitures and fines collected hereafter for any breach of the penal laws of this state, the net proceeds from the sale of estrays, and all other monies coming into said fund shall be distributed annually to the schools of several counties according to the law.**” In addition, Section 513.623, RSMo states, “**the clear proceeds of any sale or disposition after satisfaction of the interest of any innocent party and after payment of the reasonable costs of the CAFA proceeding, including reasonable storage costs as assessed by the court, if any, shall be distributed pursuant to section 7 of Article IX of the Constitution of the State of Missouri.**”
2. **Drug Free Schools and Communities Grant Funds** administered by the Missouri Department of Elementary and Secondary Education are federal dollars, and therefore **cannot** be used to match *CLAP* contracts.
3. Matching funds **shall not** be “**in-kind contributions**”. For example, volunteer services may not be given a dollar value, replacement cost of office furniture donated, etc.
4. **Indirect costs cannot** be used as match. For example, a pro-ration of an officer’s supervisor’s time or charge for payroll-related services will not be allowed.
5. Salaries of **existing personnel cannot** be used as match.
6. Funds that represent part of the **existing** criminal justice budget **cannot** be used as match.
7. Project Income **cannot** be used as match. The exception to this rule would be funds received under the Federal Equitable Sharing Program.

NON-SUPPLANTATION

State funds shall not be used to supplant or replace state or local funds. These funds are to be used to increase the amount of funds that would, in the absence of state funds, be budgeted by the Applicant Agency for criminal justice activities.

The *CLAP and MCLUP Program* funds shall be used to fund new projects, or expand/enhance existing projects. A grant recipient shall not use state grant funds to pay for programs that the recipient already is obligated to pay or has funded.

Shifting funds within an agency’s budget with the express intent of using such funds as matching funds shall be considered supplanting.

State funds shall be used to supplement existing funds for program activities and not replace those funds appropriated for the same purpose.

ELIGIBLE APPLICANTS

Only regional crime labs that receive an equal amount of fees or contributions from local law enforcement agencies in Missouri and that are registered with the DEA or Missouri Department of Health are eligible to apply for the Crime Laboratory Assistance Program (CLAP) grant.

Only such analytical laboratories that are registered with the DEA or Missouri Department of Health are eligible to apply for the Missouri Crime Lab Upgrade Program (MCLUP) grant.

INELIGIBLE ACTIVITIES AND COST ITEMS

Ineligible activities and cost items include, but are not necessarily limited to, the following:

- ◆ *Lobbying*
- ◆ *Fundraising Activities*
- ◆ *Weapons and Ammunition*
- ◆ *Construction or Renovation Costs*
- ◆ *Acquisition Cost of Real Estate Property*
- ◆ *Military – Type Equipment*
- ◆ *First Class Travel*
- ◆ *Canines and related expenses*
- ◆ *Entertainment Expenses*
- ◆ *Repair and maintenance for equipment obtained through the DoD program*
- ◆ *Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area)*
- ◆ *Indirect costs – all cost associated with funding requests shall be clearly identified*

CONTRACT PERIOD

The contract period for approved projects is June 1, 2006 through May 31, 2007.

APPLICATION PROCEDURE

The Department of Public Safety may follow the procedures established by the Department of Public Safety, Office of the Director, for all state funding programs administered by the Department of Public Safety, Office of the Director or the procedures established in Chapter 34, RSMo concerning the filing of applications for assistance by public agencies.

The deadline for submission of the 2006 CLAP and MCLUP Application is May 31, 2006.

All applications must be postmarked by May 31, 2006.

The applicant shall submit all data required by this application document. **Failure to submit all required data could disqualify the proposal from further consideration.**

Funding decisions will be made by August 2006.

APPLICATION REVIEW PROCESS

Following a review of all proposals, applicants will be notified as soon as possible as to the status of their application. Contracts shall be legally binding documents between the State of Missouri and the applicant. The awarding of any contract or adjustments is subject to final approval of the Director of the Department of Public Safety.

MONITORING

The Department of Public Safety, Office of the Director, will monitor all contracts to insure appropriate fiscal and program records are being maintained. The contractor may be required to submit such monitoring information in writing to the Department of Public Safety, Office of the Director. Each contract shall be subject to review by the Department of Public Safety at least annually.

REPORTING REQUIREMENTS

Recipients of *CLAP* and *MCLUP* funds will be required to submit monthly expenditure reports and quarterly progress reports annual report as described below.

Failure to submit the required reports by the due date could result in reimbursement of contract funds being withheld until the report is received.

Crime Laboratory Projects **are required** to submit Quarterly Progress Reports.

These reports are due as follows:

1 st Quarter	(6/1 – 8/31)	Due: September 10
2 nd Quarter	(9/1 – 11/30)	Due: December 10
3 rd Quarter	(12/1 – 2/28)	Due: March 10
4 th Quarter	(3/1 – 5/31)	Due: June 10

The Quarterly Progress Report and instructions for completion and submission will be provided to each Project Agency after the contracts for the above listed grants have been awarded.

CONTACTS

Any questions regarding the *CLAP* or *MCLUP Programs* may be directed to the Department of Public Safety, Office of the Director at (573) 751-4905.

Grant Application Instructions

All portions of the *CLAP and/or MCLUP Grant Application* shall be completed and submitted for funding consideration. The *CLAP and/or MCLUP* Grant Application forms and narrative must be typewritten. Please staple, do not bind, the original application and two copies in the upper left hand corner of the packet.

INSTRUCTIONS

APPLICATION FOR FUNDING FORM:

Complete the APPLICATION FOR FUNDING form using the instruction page included in the *Application Forms* section of this application.

APPLICATION SUMMARY REPORT FORM:

Provide the requested information on this form. Provide a brief summary of the proposed project, do not refer us to the narrative section of the application, this information is used to develop the evaluation plans for the progress reports you are required to submit to us should you receive funding.

BUDGET PAGE FORMS:

Included in this application packet are budget forms for PERSONNEL, TRAVEL, EQUIPMENT, SUPPLIES/OPERATIONS and CONTRACTUAL categories (VOLUNTEER MATCH and RENOVATION/CONSTRUCTION are ineligible costs for *CLAP and MCLUP* funding, therefore these budget pages have not been included in this application packet. Leave those sections blank on the *APPLICATION FOR FUNDING* form). Submit only the appropriate budget forms for which you are seeking funding.

Provide a complete breakdown of the budget for implementation and operation of the proposed project on the appropriate budget forms. Instructions for completing the budget forms are printed at the top of each form. Please be sure to follow these instructions precisely.

NOTE: Round off cents to the nearest whole dollar on all budget forms. Drop amounts under 50 cents and increase amounts from 50 to 99 cents to the next dollar. All amounts for individual line items, total costs and match amounts should be rounded off.

Refer to the *Program Description* and *Financial and Administrative Guidelines for Contracts* for information on the use of funds. The total project cost of each budget form must be transferred to the *APPLICATION FOR FUNDING* form. On applications for CLAP, the State and local match share amounts on the budget forms must equal the 50% State Match and 50% Local Match Share amounts on the *APPLICATION FOR FUNDING* form.

Submit the completed budget forms with the application. If you are not requesting funding on a particular budget form, do not include that form with the application. Show "\$0" for that budget category on the *Application for Funding Form*.

PERSONNEL INFORMATION FORM:

Submit this form when submitting the PERSONNEL budget form. Only individuals funded through the grant should be listed on this form. If you are requesting a new position in the grant, submit the PERSONNEL INFORMATION form with whatever information can be provided at the time. If a contract is awarded, submit the updated form to our office once the individual is hired so that it can be placed in the original file.

NARRATIVE WORK PROGRAM:

Provide a complete *Narrative Work Program* for the proposed project to explain, in detail, the need for the funding, the intended use of the funding, and the anticipated results of the program.

On plain white paper, identify each of the specific sections of the *Narrative Work Program* outline. **Please be sure to follow this outline and to include all of the information requested.** *Do not use pitch smaller than 12. The Narrative Work Program should not be more than 12-14 pages overall.*

- A. Brief History of the Program Project Agency** – Provide a brief history of the Project Agency including a description of any existing programs. Explain how the proposed program will coordinate existing programs in your department. **Limit to one page**
- B. Statement of the Problem** – This section must address the need for grant funds and the proposed project. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific. Do not include every issue the Project Agency addresses, but only the one(s) that will be impacted by the use of the *CLAP and/or MCLUP* funds being requested. You should document as extensively and as factually as possible the definition of the problem. Include facts and statistics on incidents of crime, existing resources, demographic and geographic specifications, etc. **Limit to two pages**
- C. Goals and Objectives** – Explain your expectations (goals and objectives) for the proposed program. Goals are the program's desired results. The goals should be clearly stated, realistic and achievable, even if they are not readily measurable. The objectives are the intermediate results or accomplishments to be achieved by the program pursuing its goals. The objectives must be both measurable and achievable. They should express the extent to which you expect to alleviate the problem defined in the Statement of the Problem. **Be specific to this project.** Do not include the overall goals of the Project Agency. **Limit to two pages**
- D. Methodology** – This section must address the intended use of the grant and local match funds. Following the outline shown below, give specific details concerning the organization, administration, and implementation of the project. Again, **be specific to the project**, not to the overall operation of the Project Agency. The following items must be addressed in this section:
- 1. Type of Program** – Specifically outline the services to be provided by this project. Give as much detail as possible about your proposed project. Flow charts and chronological outlines are great, but must be supported by additional narrative description. **At least one page**
 - 2. Proposed Service Area** – State the geographic area to be served by this project.
 - 3. Project Implementation** – Explain the actual steps the Project Agency will take to use the resources requested in your application to implement the program. Define what services will be provided, who will provide these services, how they will be provided and who will benefit from the services your program will provide. **No more than one page**
 - 4. CLAP applicants only - Identification of Matching Funds** – Specifically identify the source(s) of the matching funds. **The local match share requirement is 50% of the total project cost of your application.** Identify who will be providing these funds, how much they will be providing and describe the source of the funds. **No more than one page**
 - 5. Budget Justification** – **Justify the need for all items listed in the budget for which state and local funds will be used.** Each individual budget item shall be justified. Do not just list the items requested for funding – justification of each budget item must be included in the justification for consideration of funding. For personnel, you must also indicate if the position is an existing or new position. If the position currently exists, indicate how the position has been funded in the past. **Project cost that is currently paid by the Applicant Agency may be subject to the rules of supplanting and unallowable.** **No more than two pages**
 - 6. Supplanting** – Address the issue of supplanting. If the proposal includes existing costs, explain how State funds will not be used to supplant (replace) the existing cost covered by State or local match share funds. State and local funds shall be used to **supplement** existing funds for program activities

and not replace those funds that have been appropriated for the same purposes. **No more than one page**

7. **Community Impact** - Describe how your proposed project will affect the communities that your program will serve. Describe how your program will affect crime-related issues concerning public safety and the community(s) this project serves. **No more than one page**

- E. **Cost Assumption** – Describe how the Project Agency plans to continue the activities of this project if **CLAP or MCLUP** funds would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agencies future budget? BE SPECIFIC. **Limit to one page or less**

Information and Additional Forms to be included in the Application:

- ✓ Certified Assurances
- ✓ Certification of Cash Match
- ✓ Audit Requirements
- ✓ Reports of Expenditures & Check Payee Information
- ✓ Offerer's Prior Experience Form
- ✓ Agency's Organizational Chart (agency that will be implementing the program, i.e. Police Department)

Assembling the Application:

Assemble the completed application packet in the following order for submission:

- | | |
|--|---|
| 1. Application for Funding form | 9. Narrative Work Program |
| 2. Application Summary Report form | 10. Certified Assurances form |
| 3. Personnel Budget form | 11. Certification of Cash Match form |
| 4. Personnel/Staffing Information form | 12. Audit Requirements form |
| 5. Travel Budget form | 13. Report of Expenditures & Check Payee Information form |
| 6. Equipment Budget form | 14. Offerer's Prior Experience Form |
| 7. Supplies/Operations Budget form | 15. Project Agency Organizational Chart |
| 8. Contractual Budget form | |

NOTE: STAPLE THE APPLICATION PACKETS IN THE UPPER LEFT HAND CORNER, PLEASE DO NOT BIND THE PACKETS, AS THEY MUST BE UNBOUND BEFORE BEING PROCESSED.

Copies of Application – The properly **signed, original**, **Application Packet** and **two copies** (three total) must be submitted to the Director's Office, Department of Public Safety and postmarked by **May 31, 2006**. Please mark the **"ORIGINAL" Application Packet** in the upper right hand corner of the face sheet. We strongly suggest that agencies keep a copy for themselves.

ALL REQUESTED SIGNATURES IN THE APPLICATION MUST BE ORIGINAL, WE WILL NOT ACCEPT STAMPED OR FAXED SIGNATURES.

Award of Contract – If the application is approved, an Award of Contract will serve as a contractual agreement between the Department of Public Safety and the Applicant Agency.

Department of Public Safety Contacts – Any questions regarding the application for funding or the administration of your contract may be directed to the Department of Public Safety staff person indicated on the next page at (573) 751-4905.

Audit Information:

Carol Willhite
ALL FEDERAL AND STATE GRANT PROGRAMS
Responsible for any audit issues.

Financial Information:

Rhonda Fogelbach
CLAP and MCLUP GRANT PROGRAMS
Responsible for issues concerning Expenditure Reports, Requests for Funds, and Project Income Reports.

Program Information:

Eric Shepherd, Todd Cole, and Dawn Tellman
NARCOTICS CONTROL ASSISTANCE PROGRAM
Responsible for issues concerning the Application Process, Status of Awards, Budget Revisions, Program Changes, Monitoring Issues, Performance Reports, etc.

Three Copies of the Application (original plus two copies) must be submitted to:

Missouri Department of Public Safety
Office of the Director
Attn: NCAP Section
P.O. Box 749
Jefferson City, MO 65102-0749

The street address for the Department of Public Safety is:

301 W. High Street
Truman Building, Room 870
Jefferson City, MO 65101

Applications must be postmarked by no later than
May 31, 2006.



Missouri Department of Public Safety
Office of the Director
APPLICATION FOR FUNDING

P.O. Box 749
Jefferson City, MO 65102

1-888-394-6377
e-mail: www.dps.state.mo.us



SECTION 1 - INSTRUCTIONS

This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 - GRANT PROGRAMS

- | | | |
|--|---|---|
| <input type="checkbox"/> VOCA - Victims of Crime Act | <input type="checkbox"/> SSVF - State Services to Victims Fund | <input type="checkbox"/> STOP - Stop Violence Against Women Grant Program |
| <input type="checkbox"/> JAG - Justice Assistance Grant | <input type="checkbox"/> MCLUP - Mo. Crime Lab Upgrade Program | <input type="checkbox"/> RSAT - Residential Substance Abuse & Treatment Program |
| <input type="checkbox"/> CLAP - Crime Lab Assistance Program | <input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant | <input type="checkbox"/> LGSD - Local Government School District Program |
| <input type="checkbox"/> Title V - Delinquency & Youth Violence Prevention | <input type="checkbox"/> Title II - Juvenile Justice Formula Grants | <input type="checkbox"/> JAIBG - Juvenile Accountability Incentive Block Grant |
| <input type="checkbox"/> Challenge - Statewide Policies and Programs | | |

SECTION 3 - APPLICANT AGENCY

AGENCY	FAX PHONE	
ADDRESS		
CITY	STATE	ZIP

SECTION 4 - APPLICANT AUTHORIZED OFFICIAL

NAME	FAX PHONE	
TITLE		
AGENCY		
ADDRESS		
CITY	STATE	ZIP

SECTION 5 - PROJECT DIRECTOR

NAME	FAX PHONE	
TITLE	E-Mail Address:	
AGENCY		
ADDRESS		
CITY	STATE	ZIP

SECTION 6 - APPLICANT FISCAL OFFICER

NAME	FAX PHONE	
TITLE		
AGENCY		
ADDRESS		
CITY	STATE	ZIP

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON

NAME	FAX PHONE	
TITLE		
AGENCY		
ADDRESS		
CITY	STATE	ZIP

SECTION 8 - PROJECT TITLE

SECTION 9 - TYPE OF APPLICATION

- ☐ New ☐ Revised ☐ Renewal ☐ Continuation

SECTION 10 - CURRENT CONTRACT NUMBER(S)

SECTION 11 - APPLICANT'S FEDERAL TAX I.D. #

SECTION 12 - PROGRAM CATEGORY

SECTION 13 - CONTRACT PERIOD

BEGINNING DATE: _____ ENDING DATE: _____

SECTION 14 - TYPE OF PROJECT

- ☐ STATEWIDE ☐ REGIONAL ☐ LOCAL

SECTION 15 - PROGRAM INCOME

Will Program Income be generated? ☐ Yes ☐ No

SECTION 16 - BUDGET

TOTAL COST

PERSONNEL

VOLUNTEER MATCH

TRAVEL

EQUIPMENT

SUPPLIES/OPERATIONS

CONTRACTUAL

RENOVATION/CONSTRUCTION

TOTAL PROJECT COSTS

FEDERAL/STATE SHARE

%

LOCAL MATCH SHARE

%

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE

Signature

Date

Instructions for Application for Funding

Section 1 – Instructions

This application must be typewritten.

Section 2 – Grant Programs

Select the appropriate grant program for which you are making application.

Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

Byrne and LLEBG – Only state and local units of government are eligible to apply for this funding.

LGSD – Only local units of government which have entered into a local government/school district partnership as defined in Section 589.300 to 589.310, Supp. 1995 are eligible to apply for this funding.

Title V – Only local units of government are eligible to apply for this funding.

Section 4 – Applicant Authorized Official – This person cannot be the same person named as the Project Director.

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

City Government – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

County Government – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

Private/Nonprofit – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

Section 7 – Non-Profit Board Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

**This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.*

Section 8 – Project Title

Enter a carefully chosen, brief descriptive title.

Section 9 – Type of Application

Indicate the type of application based on the following:

NEW - If this application is being submitted as part of a competitive bid process, the type of application is considered **"New"**.

REVISED - If the agency has specifically been asked by the Department of Public Safety to revise a portion of a New or Renewal application, the type of application is considered **"Revised"**.

RENEWAL - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered **"Renewal"**.

CONTINUATION – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered **"Continuation"**.

Section 10 – Current Contract Number(s)

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

Section 11 – Applicant's Federal Tax I.D. Number

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

Section 12 – Program Category

Enter the appropriate categorical description for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate categories.

This section is not required for VOCA, SSVF, STOP, Title V or Challenge grants.

Section 13 – Contract Period

Enter the appropriate contract period for this proposed project. Please see the following listing.

VOCA – October 1 through September 30
SSVF – July 1 through June 30
STOP – January 1 through December 31
Title V – October 1 through September 30
Title II – October 1 through September 30
JAIBG – October 1 through September 30
Challenge – See Program Description
JAG – July 1 through June 30
MCLUP – June 1 through May 31
RSAT – July 1 through June 30
CLAP – June 1 through May 31
LLEBG/JAG – January 1 through June 30
LGSD – July 1 through June 30

Section 14 – Type of Project

Check the appropriate box.

Section 15 – Program Income

If program income will be generated by this proposed project, please indicate in this section. Refer to the program application for information on program income.

Section 16 – Budget

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

Section 17 – Authorized Official's Signature

This application must bear the **ORIGINAL SIGNATURE** of the Authorized Official as identified in Section 4.

APPLICATION SUMMARY REPORT

Applicant Agency:

Program Title:

Authorized Official

Project Director

Officer in Charge/Supervisor of Project

Name

Name

Name

Agency

Agency

Agency

Address

Address

Address

City State Zip

City State Zip

City State Zip

Phone # Fax #

Phone # Fax #

Phone # Fax #

E-mail Address

E-mail Address

E-mail Address

State/Federal Funds Requested

Local Match Share Required

State Provided Match (MJDTF Only)

\$ _____

\$ _____

\$ _____

Geographic Area(s) to be served by this project (Include all Counties and Cities that are part of this grant and will be served by the Project):

The requested funds will be used to :

- ☐ Fund a New Project
☐ Expand/Enhance an Existing Project
☐ Continue a Previously Funded Project

Give a brief summary of the services to be offered by this project:

PERSONNEL		APPLICANT AGENCY: _____ PROJECT TITLE: _____			
INSTRUCTIONS					
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known). 4. Show Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant funded project. 5. The Total Costs should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed).			6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, insurance, etc. 7. Under the column entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
SUBTOTAL					\$
FRINGE BENEFITS	BASIS FOR COST ESTIMATE				
F.I.C.A. & Medicare (.0765) PENSION/RETIREMENT LIFE INSURANCE MEDICAL INSURANCE UNEMPLOYMENT COMPENSATION WORKERS' COMPENSATION LIAB. OTHER (PLEASE IDENTIFY)	<div style="border: 1px solid black; min-height: 100px;"></div>				
SUBTOTAL					\$
State/Federal Share	\$	TOTAL PERSONNEL COST			
Local Match Share	\$				

PERSONNEL INFORMATION

Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. _____ (Name) _____ (Title)	
2. _____ (Name) _____ (Title)	
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

TRAVEL		APPLICANT AGENCY:	
		PROJECT TITLE:	
INSTRUCTIONS			
1. Itemize travel expenses by event. 2. Under the Item , list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate , supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.		6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 37.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above.	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL TRAVEL COST	\$
Local Match Share	\$		

EQUIPMENT	PROJECT TITLE :		
	APPLICANT AGENCY:		
INSTRUCTIONS			
1. Equipment is defined as tangible personal property having a useful life of more than one year. 2. Under the Item column, describe each type of equipment in terms of size, capability, etc.		3. Under the Basis for Cost Estimate , list the number of units of each type of equipment and provide a unit cost. 4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL EQUIPMENT COST	\$
Local Match Share	\$		

SUPPLIES/OPERATIONS		APPLICANT AGENCY:	
		PROJECT TITLE:	
INSTRUCTIONS			
1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible. 2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.		3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost). 4. Tuition and registration fees for eligible training must be listed on this page. 5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.	
ITEM	BASIS FOR COST ESTIMATE	TOTAL COST	
State/Federal Share	\$	TOTAL SUPPLIES/ OPERATIONS COST	\$
Local Match Share	\$		

CONTRACTUAL		APPLICANT AGENCY:	
		PROJECT TITLE:	
INSTRUCTIONS			
1. Under the Nature of Service column, describe the types of consultant services or contracts desired. 2. Under the Basis for Cost Estimate , enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i>		3. In the Total Cost column, record the costs to be calculated as follows: (amount of time) x (rate of compensation). 4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that does not have a contractual agreement cannot be listed on this page. 5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.	
NATURE OF SERVICE	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL CONTRACTUAL COST	\$
Local Match Share	\$		

Crime Lab Assistance Program (CLAP)

Missouri Crime Lab Upgrade Program (MCLUP)

Certified Assurances

Applicant Agency:	
Project Title:	

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following assurances:

1. The applicant assures that it shall comply, and all its subcontractors shall comply, with the provisions of the *Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts and the Application Packet for FY07 CLAP and MCLUP Grant Program*.
2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
3. The Applicant agrees to submit the appropriate reports as required in the Program Guidelines under “**Reporting Requirements**” for their project.
4. **Travel:** Expenditures for travel shall be supported and documented by signed travel vouchers. Hotel or motel receipts shall be attached. Maximum amounts cannot exceed the amounts approved in the budget for mileage, meals and other expenses.
5. **Equipment:** Expenditures for equipment shall be in accordance with the approved budget. All items of equipment shall be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
6. **Supplies/Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget and documentation in the form of paid bills and vouchers shall support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other “miscellaneous items”, not specifically outlined in the approved budget, shall be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same. No indirect costs will be allowed.
7. **Personnel:** The applicant assures that time, attendance records shall support any personnel costs, and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.
8. **Local Match Share:** The approved local match share shall be expended within the time period (the contract period) for which state funds are available for expenditure under the approved contract. Records shall be maintained to show the amount and timing of the match.

Failure to provide the approved match may result in your agency being required to refund the state share to the Missouri Department of Public Safety.

9. **Interest:** The applicant assures that state funds will not be used to pay interest or any other financial costs. The applicant shall refund any interest earned on state funds to the Missouri Department of Public Safety.

10. **Budget Revisions:** **Prior** approval shall be received from the Missouri Department of Public Safety, Office of the Director, for certain changes in the budget as outlined below:
- Change in project site.
 - Changes which increase or decrease the total cost of the project.
 - Change of more than 10% of an existing line item within a budget category.
 - Addition of a new line item in any budget category.
 - Monetary changes to the Personnel Budget.
 - Change in expenditure amounts from budget category to budget category.
 - Change in or temporary absence of the Project Director or Authorized Official.
 - Successor in interest and name change agreements.
 - Change in scope of the programmatic activities or purpose of the project.

If a budget or programmatic revision is required, the request for a change shall be submitted **at least 30 days prior** to the proposed change and at least **60 days prior** to the end of the contract period on a *Request to Revise the Budget* form. All affected budget pages and the *Application for Funding* page must be included.

11. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:
- All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the grant period.
 - A copy of all written contracts for contractual or consultant services shall be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
 - Payments shall be supported by statements providing the services rendered and supporting the period covered.
 - Any contract or agreement for services of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) shall receive prior approval from the Missouri Department of Public Safety, Office of the Director.
12. **Procurement:** The applicant assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the applicant assures that all procurement transactions will meet the minimum standards set forth in the *Missouri Department of Public Safety Financial and Administrative Guide for Contracts*.
13. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be a sole source procurement. Sole source procurement on purchases with an individual cost of \$3,000.00 or more requires **prior** approval by the Department of Public Safety.
14. **Project Income:** The applicant agrees to account for project income generated by the activities of this contract, and shall report receipts and expenditures of this income on a Report of Project Income form. (Note: All project income shall be expended during the life of the contract).
15. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
16. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall be used for criminal justice purposes only.
17. The applicant assures that state grant funds made available will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.

18. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
19. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require.
20. The applicant assures that it will provide to the Missouri Department of Public Safety an EEOP, if required to maintain one, where the application is for \$500,000 or more.
21. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that “any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes.”
22. The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
23. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
24. If the applicant provides funding under this contract to any law enforcement agency, the applicant assures that the law enforcement agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
25. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

Applicant Authorized Official

Date

CERTIFICATION OF CASH MATCH	Project Title:
	Applicant Agency:
INSTRUCTIONS	
<ol style="list-style-type: none"> 1. The purpose of this form is to identify the amount of cash to be contributed as matching contributions and to assure that the match in question conforms to definition and standards established by the federal government. 2. Under Source of Matching Funds, list the name and address of the contributing organization. 3. Show the total amount of the cash contribution under Amount. 4. These funds must be identified in state or local agency budgets or appropriations and must be in addition to funds that would otherwise be made available for drug law enforcement. Identification requires an earmarking in some document associated with the appropriation or budget process. 5. If a further explanation of allowable and unallowable match is needed, contact the Missouri Department of Public Safety. <p>The designated cash match appearing with this application represents funds, which are in addition to funds that would otherwise be made for criminal justice purposes.</p>	
SOURCE OF MATCHING FUNDS	AMOUNT
Total Cash Contribution	\$
<p>The Signature below, by the Applicant Authorized Official, certifies that all matching funds identified in this application are in accordance with the Missouri Department of Public Safety Guidelines.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Applicant Authorized Official Signature </div> <div style="width: 35%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div> <p style="margin-top: 30px;">*ATTACH ADDITIONAL FORMS AS NEEDED</p>	

AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$300,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: _____ 2. Date(s) covered by last audit: _____

3. Last audit performed by: _____

Phone number of auditor: _____

4. Date of next audit: _____ 5. Date(s) to be covered by next audit: _____

6. Next audit will be performed by: _____

Phone number of auditor: _____

7. Total amount of funds received from **ALL** entities **INCLUDING** the Department of Public Safety

Federal Amount: \$_____ State Amount: \$_____

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____
(Authorized Official)

Date: _____

Agency: _____

Phone: _____

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety.

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: (_____)_____ FAX NUMBER: (_____)_____

E-MAIL ADDRESS: _____

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable. (Example: City of Jefferson, not Jefferson City Police Department)*

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: (_____)_____ FAX NUMBER: (_____)_____

E-MAIL ADDRESS: _____

OFFERER'S CONTRACT EXPERIENCE

List the agency's prior experience in receiving and administering funds through **other** federal, state local, or private funding programs.

Previous Contract With:

Agency: _____ Address: _____

City: _____ State: _____ ZIP Code: _____

Person Familiar With Performance: _____

Title: _____ Telephone Number: _____

Description of Project:

Contract Period: From _____ To _____

Summary of Project Activities: _____

=====

Previous Contract With:

Agency: _____ Address: _____

City: _____ State: _____ ZIP Code: _____

Person Familiar With Performance: _____

Title: _____ Telephone Number: _____

Description of Project:

Contract Period: From _____ To _____

Summary of Project Activities: _____

MISSOURI DEPARTMENT OF PUBLIC SAFETY

Financial and Administrative Guidelines for Contracts

I. AWARD AND ACCEPTANCE OF CONTRACT

A. Award of Contract

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the *Award of Contract* document (**APPENDIX A**). This award identifies the Missouri Department of Public Safety (Administrative Agency), the Applicant Agency (Contractor), the Contract Period, amount of state funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor shall meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the *Award of Contract* document.

B. Acceptance of Award

The *Award of Contract* constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of state funds in the implementation of the project covered by the award as outlined on the Application for Funding form and in the Narrative Work Program. This contractual agreement may be terminated without further cause if the Contractor fails to affirm its acceptance of the award by signing and returning the *Award of Contract* to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award. No state funds shall be disbursed to the Contractor until the signed acceptance has been received by the Missouri Department of Public Safety.

C. Cancellation Conditions

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor shall report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor shall submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90 day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.

II. PAYMENT AND REPORTING OF FUNDS

A. Report of Expenditures and Request for Reimbursement

Contractors will be required to verify, on a monthly basis, actual cash expenditures and request reimbursement for same. The *Monthly Report of Expenditures and Request for Reimbursement* (**APPENDIX B**) is mailed to the Contractor on a monthly basis with the due date being the tenth (10th) day of each month. The *Monthly Report of Expenditures and Request for Reimbursement* is used by the Missouri Department of Public Safety to process checks sent out to the Contractor for reimbursement of expenditures.

B. Obligated Funds

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred which will require payment during the same or future period. When a purchase order is issued, funds are considered obligated. All funds shall be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Travel

Expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place outside of the contract period.

C. Expended Funds

Funds are considered to be expended when payment is made. Funds must be properly obligated and expended by the end of the contract period (**May 31st**). Any funds not expended at the end of the contract period will lapse and revert to the Department of Public Safety. **The final Report of Expenditures and Request for Reimbursement for the funds properly obligated and expended by May 31st must be received by the Department of Public Safety no later than June 10th.** Failure to submit the final *Report of Expenditures and Request for Reimbursement* by June 10th will result in the forfeiture of the requested reimbursement for the last month of the contract and for any previous months for which the report(s) were received late and had not yet been processed.

III. REPORTING REQUIREMENTS FOR REVISIONS

A. Budget Revisions

Contractors shall make a written request for approval from the Missouri Department of Public Safety for major program changes at least 30 days prior to the proposed change. **Prior** approval shall be received from the Missouri Department of Public Safety, Office of the Director, for certain changes in the budget as outlined below:

1. Change in project site.
2. Changes which increase or decrease the total cost of the project.
3. Change of more than 10% of an existing line item within a budget category.
4. Addition of a new line item in any budget category.
5. Change in expenditure amounts from budget category to budget category.
6. Change in or temporary absence of the Project Director or Authorized Official.
7. Successor in interest and name change agreements.
8. Change in scope of the programmatic activities or purpose of the project.
9. The addition of an item to the project budget.
10. A change in project activities as set forth in the approved Narrative Work Program.
11. A change in a project staff position.

If a budget or programmatic revision is required, the request for a change shall be submitted **at least 30 days prior** to the proposed change and at least **60 days prior** to the end of the contract period on a *Request to Revise the Budget* form. All affected budget pages and the *Application for Contract* page must be included.

The Contractor must receive approval in the form of a Contract Adjustment Notice before implementing the changes.

IV. PROCUREMENT POLICY

A. Allowability of Costs

The Missouri Department of Public Safety has included allowable and unallowable costs in the *Program Guidelines*. If the Contractor is uncertain as to the allowability of a cost, please contact the respective Program Manager with the Missouri Department of Public Safety for clarification.

B. Procurement of Costs

It shall be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the application), that the necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget.

All contractors are encouraged to use their own procurement regulations and procedures, unless the State of Missouri procurement policy is more rigid. At a minimum, the contractor shall meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
- 3) Where only one bid or positive proposal is received, it is deemed to be a sole source procurement. Sole source procurement on amounts over \$3,000 requires prior approval from the Missouri Department of Public Safety.
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.
- 5) All purchases estimated to cost between \$3,000 and \$24,999, shall be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

C. Contract Requirements

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services shall be forwarded to the Missouri Department of Public Safety upon their ratification.
- 3) Payments shall be supported by statements outlining the services rendered and supporting the period covered.
- 4) Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) shall receive prior approval from the Missouri Department of Public Safety.

V. PROPERTY

A. Definitions

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
- 3) **Equipment** is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.
- 4) **Nonexpendable Personal Property** means tangible personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.

B. Title

Initially, title to property acquired in whole or in part with state funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the victim assistance project. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

C. Record Requirement

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor shall meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for nonexpendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record shall contain:
 - a. Item description;
 - b. Source of property;
 - c. Manufacturer's serial number and, if applicable, a control number;
 - d. Federally funded cost equity at time of acquisition;
 - e. Acquisition date and cost;
 - f. Location, use, and condition of property;
 - g. Ultimate disposition data including sale price or the method used to determine current fair market value.
- 3) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of nonexpendable property shall be investigated, fully documented, and made part of the contract file.
- 4) Adequate maintenance procedures shall be established to keep the property in good condition.

D. Inventory Record Retention

Records for nonexpendable property acquired with state funds shall be retained for three years **after final disposition of property.**

E. Disposition of Personal Non-expendable Property

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or subaward is no longer needed for the original project or program or for other activities currently or previously supported by a state agency. Disposition of the equipment will be made as follows:

- a. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.
- b. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share of the equipment. The seller is also eligible for sale costs.
- c. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to take other disposition actions.

F. Intangible Property

Copyrights – Where Department of Public Safety programs produce original books, manuals, films or other copyrightable material, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

VI. ACCOUNTING SYSTEM AND FINANCIAL RECORDS

A. Accounting Systems

All Contractors shall establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them. These records shall include both state funds and all matching funds. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as required for budgetary and evaluation purposes;
- 2) Provide cost and property control to assure optimal use of state funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information as needed for control and evaluation of all contract costs.

B. Total Cost Budgeting and Accounting

Accounting for all contract funds shall be structured and executed on a “total program cost” basis. That is, total program costs, including state funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

C. Contractor Responsibilities

All Contractors receiving state funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

- 1) Reviewing Financial Operations;
- 2) Recording Financial Activities;
- 3) Budgeting and Budget Review;
- 4) Accounting for Nonstate Contributions;
- 5) Audit Requirements;
- 6) Reporting Irregularities.

D. Record Retention

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records shall be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
- 4) If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
- 5) The financial records shall be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.
- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

VII. MONITORING

A. Monitoring Requirements

The Missouri Department of Public Safety is required to complete a monitoring report at least once during the contract period. Additional monitoring will be conducted as needed.

Any findings as a result of the monitoring report will be reviewed and final determination made by the Director of the Missouri Department of Public Safety consistent with applicable state laws, regulations, and guidelines.

B. Monitoring Purpose

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as, to provide the Missouri Department of Public Safety with the necessary information to ensure the Contractor's compliance with state guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its outlined goals and objectives.

C. Monitoring Information Required

The following information and records will be required and reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to date;
- 2) A list of project expenditures including both the local match and state funds spent along with copies of invoices and travel vouchers;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more purchased under the contract;
- 5) Copies of time records for any personnel funded by the contract or used as local match under the contract (a suggested format is included as **APPENDIX E**);
- 6) A copy of any written operational procedures developed for the project; and
- 7) Other information pertinent to the state funded project.

VIII. GENERAL CONTRACT REQUIREMENTS

A. Unallowable Costs

The following is a list of costs generally unallowable for all projects funded through the Missouri Department of Public Safety.

1. Real Property Acquisition;
2. Honoraria;
3. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges;
4. Bonuses or commissions;
5. Lobbying;
6. Cost of fundraising;
7. Military type equipment;

B. Printing and Publicity

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following: **"This project was supported by funding made available through the Missouri Department of Public Safety, Office of the Director."**

C. Termination of Contracts

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

D. Criminal Penalties

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety shall subject to prosecution.



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
AWARD OF CONTRACT

P.O. Box 749
Jefferson City, Missouri 65102
Phone: (573) 751-4905

Contractor Name «Applicant_Agency»																		
Project Title «Project_Title»																		
Contract Period FROM< 00/00/00 TO< 00/00/00	State/Federal Funds Awarded «Award_Amount»	Contract Number «Contract_Number»																
<p>Award is hereby made in the amount and for the period shown above to the above mentioned Contractor. This award is subject to compliance with the general conditions governing grants and contracts, as well as, any attached Special Conditions. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.</p> <p><input type="checkbox"/> This award is subject to Special Conditions (if the box is checked, see attached).</p> <p>The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.</p> <table border="0"><tr><td colspan="2">_____</td></tr><tr><td>Authorized Official</td><td>Date</td></tr><tr><td colspan="2">_____</td></tr><tr><td>Project Director</td><td>Date</td></tr></table> <p>This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the director of the Department of Public Safety.</p> <table border="0"><tr><td colspan="2">_____</td></tr><tr><td colspan="2">Director, Department of Public Safety</td></tr><tr><td colspan="2">_____</td></tr><tr><td colspan="2">Award Date</td></tr></table>			_____		Authorized Official	Date	_____		Project Director	Date	_____		Director, Department of Public Safety		_____		Award Date	

Authorized Official	Date																	

Project Director	Date																	

Director, Department of Public Safety																		

Award Date																		



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
REQUEST TO REVISE THE BUDGET

P.O. Box 749
Jefferson City, MO 65102
Telephone: 573-751-4905
FAX: 573-751-5399



Contractor Name					
Project Title			Contract Number		
COST CATEGORY	CURRENT BUDGET		REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)
PERSONNEL <i>(Plus Fringes and Overtime)</i>					
VOLUNTEER TIME					
TRAVEL					
EQUIPMENT					
SUPPLIES/OPERATIONS					
CONTRACTUAL					
RENOVATION/CONSTRUCTION					
TOTAL PROJECT COSTS		100%		100%	
TOTAL FEDERAL/STATE SHARE		%		%	
TOTAL LOCAL MATCH SHARE		%		%	

NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project.
Attach copies of each changed budget detail sheet.

PREPARED BY

Signature	Date	Telephone Number:
		E-Mail Address:
		Fax Number:

APPROVED BY

Authorized Official	Date	37
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INVENTORY LISTING

Item Description _____ Date Purchased _____

Serial Number _____ P.O. Number _____ Cost _____

Vendor _____ Check No. _____

Local Funds Expended _____ Federal/State Funds Expended _____

Grant No. _____ Location of Item _____

Planned Utilization of the Property _____

=====

Item Description _____ Date Purchased _____

Serial Number _____ P.O. Number _____ Cost _____

Vendor _____ Check No. _____

Local Funds Expended _____ Federal/State Funds Expended _____

Grant No. _____ Location of Item _____

Planned Utilization of the Property _____

=====

Item Description _____ Date Purchased _____

Serial Number _____ P.O. Number _____ Cost _____

Vendor _____ Check No. _____

Local Funds Expended _____ Federal/State Funds Expended _____

Grant No. _____ Location of Item _____

Planned Utilization of the Property _____

=====

Item Description _____ Date Purchased _____

Serial Number _____ P.O. Number _____ Cost _____

Vendor _____ Check No. _____

Local Funds Expended _____ Federal/State Funds Expended _____

Grant No. _____ Location of Item _____

Planned Utilization of the Property _____

TIME SHEET

Name _____ Volunteer _____ Paid Staff _____

To be kept by personnel when a percentage of their salary is being paid through a state or federal contract; or when a percentage of their salary is being used as the local match for a state or federal contract or when volunteer time is being utilized for local match purposes.

DATE	START TIME	END TIME	ELIGIBLE ACTIVITY	HOURS	MINUTES
TOTAL HOURS AND MINUTES DEVOTED TO THE PROJECT:					
Total Hours Required Per Month According to Contract:					

Employee (Volunteer) Signature

Date

Project Director's Signature

Date

This is a suggested format